


11

Late Certification Report

The Late Recertification Report lists households within a contract or project that are late in recertifying. Users may specify whether the report will include all certifications, exclude terminations, list HQ terminations only, or only list terminations.

The Late Recertification Report option can be selected from the TRACS Main Menu.

From the Late Recertification Report

screen, the  displays directly above the User Guide link as a visual to direct users to the user guide for assistance in using this application.

Objectives

By the end of this chapter, you will be able to:

- View late re-certifications
- View query data from browser
- Download and print a Late Certification Report

11.1 To access the Late Recertification Query Screen:

1. From the TRACS Main Menu, click on the Late Recertification link, and the following query screen (Figure 1) displays:

TRACS icon

TRACS Menu

For help, click:

?

TRACS Late Recertification Query

Enter the Contract Number or the Project Number:

Contract Number: or Project Number:

Report Type:

☒ All Certifications
☐ Exclude Terminations
☐ HQ Terminations only
☐ Only Terminations

Sort By: Unit ☒ or Name ☐

Report By: Browser ☒ or Download ☐

Figure 1. Late Recertification Query Screen

11.2 To submit a Late Recertification Query Screen:

1. From the Late Recertification Report Query Screen, select the contract or project by scrolling to the desired contract number or project number.

Note: The Contract Number is an 11-character field with no blanks allowed. The Project Number is an 8-character field with no blanks allowed.

2. Select one of the following Report Types: All Certification, Exclude Terminations, HQ Terminations only, Only Terminations.
3. Select how the query will sort data; by Unit or by Name.
4. To view the report on-line, select Browser. To download report data to an ASCII file, click Download. (See next section) The default value for report type is Browser.
5. Click Submit to start the Query.

11.3 To download the Late Recertification Report Summary Report:

1. Click Reported by: Download; the following **Security Warning** screen (Figure 2) displays:

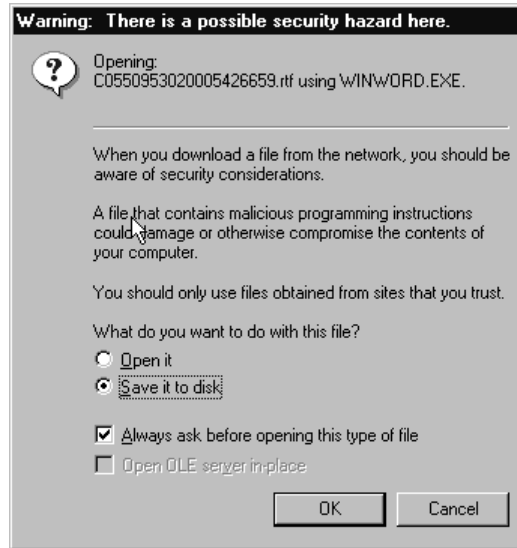


Figure 2. Security Warning Screen

2. Select Save it to disk to name and save the file to your hard drive.

The ASCII file is comma delimited so the user may import the data into such database packages as Microsoft Access or Microsoft Excel. The *Header Field Names* display at the beginning of the downloaded file and are separated by commas. Following the *Header Field Names* is the data returned from the query. The data displays in the order of the *Header Field Names*. An example of an ASCII file is displayed in Figure 3. Figures 4(a) and 4(b) are two examples of the Late Recertification Report.

```
Voucher Date,Contract Number,Area Code,Office Code,Units in Contract,Units Receiving Subsidy,Units Vacant Under this Contract,
05/01/2000,KY36A002001,05,01,,,,,1,1,1,1,1,1,1,1,1,1,1,1,N,10,N,1,05/01/2000
```

Figure 3. ASCII File

**U.S. Department of Housing and Urban Development
TRACS Late Recertification Report**

Project Number: 024EH056
Total Number of Late Recertifications: 11

Report Type: All Certifications
Sorted By: Unit

Contract Number	Unit	Tenant Name	Tenant SSN	Effective Date	Next Recert Date	Number of Days Late	Termination Date	Termination Reason
IL06L000040	4	Smith, A.D.	111111111	1/2/2003	4/5/2005	45	2/1/2003	TI
IL06L000035	5	Howard, D.	222222222	1/2/2004	4/5/2005	6		
IL06L000555	5C	Jones, H.	222222223	5/2/2003	1/5/2004	4	2/1/2003	TC
IL06L000777	24-East	Patrick, D.	222222444	1/2/2003	4/5/2005	1234		
IL06L000333	35	Emmanuel, H.	222223333	1/2/2003	4/5/2005	6		
IN06L000040	35G	Esterbrook, L.X	222225522	4/2/2004	4/5/2005	5		
IL06L000040	77	Evans, B.	224422222	1/2/2003	3/5/2003	67	2/1/2003	EN
IN06L000040	102	Decoursey, S.	222278922	1/2/2003	4/5/2005	445	2/1/2003	CE
IL06L000040	600	Flammagan, M.	222333422	1/2/2004	4/5/2005	23		
IL06L006644	700	Wolfe, H.	222255222	1/7/2003	1/5/2003	3		
IL06L065398	800	Stratton, Z.	222782222	6/2/2003	4/5/2005	2		

[Interpreting and Printing this page](#)

[Return to Query](#)

**Figure 4(a) Late Recertification Report
(Queried by Project, All Certifications, Sorted by Unit)**

**U.S. Department of Housing and Urban Development
TRACS Late Recertification Report**

Contract Number: NM123456789
Total Number of Late Recertifications: 11

Report Type: All Certifications
Sorted By: Name

Project Number	Unit	Tenant Name	Tenant SSN	Effective Date	Next Recert Date	Number of Days Late	Termination Date	Termination Reason
043HD876	4	Adams, D.H.	111111111	1/2/2003	4/5/2005	45	2/1/2003	TI
043HD866	7	Bennigan, D.	222222222	1/2/2004	4/5/2005	6		
043HD822	89	Carle, X.L.	222222223	5/2/2003	1/5/2004	4	2/1/2003	TC
043HD899	33	Daniels, W.	222222444	1/2/2003	4/5/2005	1234		
043HD822	44	Emmanuel, H.	222223333	1/2/2003	4/5/2005	6		
042HD876	213	Fettel, N.	222225522	4/2/2004	4/5/2005	5		
022HD876	56g	Gulliver, N.I.	224422222	1/2/2003	3/5/2003	67	2/1/2003	EN
055HD876	6	Harris, L.	222278922	1/2/2003	4/5/2005	445	2/1/2003	CE
066HD876	3	Owens, G.	222333422	1/2/2004	4/5/2005	23		
088HD876	78	Vietch, W.	222255222	1/7/2003	1/5/2003	3		
011HD876	33	Vietch, Z. W.	222782222	6/2/2003	4/5/2005	2		

[Interpreting and Printing this page](#)

[Return to Query](#)

**Figure 4(b) Late Recertification Report
(Queried by Project, All Certifications, Sorted by Unit)**